

# DUTY STATEMENT



CURRENT  
 PROPOSED

CIVIL SERVICE CLASSIFICATION Associate Safety Engineer		WORKING TITLE Cal/OSHA Enforcement Inspector		
PROGRAM NAME Division of Occupational Safety and Health			UNIT NAME Enforcement	
ASSIGNED SPECIFIC LOCATION Los Angeles District Office				POSITION NUMBER <b>400- 404-3929-285</b>
BARGAINING UNIT R09	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

## General Statement

Under the general direction of the Senior Industrial Hygienist (Supervisor) with the Department of Industrial Relations (DIR), Division of Occupation Safety and Health (DOSH), Enforcement Branch, the incumbent is responsible for performing independently the full range of professional journey level safety and health work associated with occupational safety and health hazards in places of employment throughout the State. The incumbent anticipates, evaluates, recognizes, and recommends corrective actions/controls of occupational safety and health hazards. The incumbent conducts, including the most difficult, safety and health inspections and surveys in a variety of industries including but limited to, industrial, medical, agriculture, and manufacturing worksites, industrial hygiene monitoring of chemical, biological, and physical agents, accident investigations, consultations, and journey level assignments, related to occupational safety and health hazards. The incumbent issues citations, as appropriate, to employers in violation of the California Code of Regulations Title 8; and conducts follow-up inspections, as appropriate, to ensure that safety and health risks and hazards are remediated. The goal of safety and health inspections, evaluations and interventions is to prevent employee death, illness and injury. The incumbent performs all work in accordance with DIR-DOSH policies, DOSH Compliance Policy and Procedure Manual, Directives, and Memorandums.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	Perform field occupational safety and health worksite inspections and surveys (e.g. complaint, accidents, referral, follow-up, and programmed inspections) including the most difficult, in a variety of workplaces (e.g., factories, medical, industrial, agriculture, and manufacturing worksites) throughout the State to determine compliance with occupational safety and health standards and regulations, found in the California Code of Regulations (CCR) Title 8; investigate the most complex and serious accidents in a variety of workplaces (e.g. factories, medical, industrial, agriculture, and manufacturing worksites); determine the presence of a dangerous workplace condition or practice that constitutes an imminent hazard to employees; identify, evaluate and recommend controls of health hazards found in the workplace, which resulted from exposure to chemical, physical, and/or biological stresses, such as but not limited to, overexposure to hazardous chemicals (e.g. silica, lead, asbestos, etc.), noise, heat, illumination, vibrations, and radiation (ionizing and non-ionizing); plan, document and perform

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35%	<p>industrial hygiene sampling to identify and evaluate health hazards and potential health hazards for compliance with established employee exposure levels set forth in the California Labor Code, California Code of Regulations (CCR) Title 8; conduct personal air sampling, using a variety of safety and industrial hygiene measuring devices; review and evaluate the employer's occupational safety and health programs for implementation, effectiveness, and maintenance, such as but not limited to Injury and Illness Prevention, Respiratory Protection, Medical Surveillance, Hazard Communication, and Bloodborne Pathogen Programs, etc.; determine the seriousness of violation(s) of the CCR Title 8 Safety Laws associated with various disciplines including but not limited to industrial, medical, agriculture and manufacturing; interview employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public; document all interviews and place in the case file; identify and collect evidence (e.g. Employee exposure to the violation(s), record(s) of employers' knowledge of employee exposure to violation(s), employee statements/interviews, management statements/interviews, copies of employer business records, photographs, maps, plans during the course of an inspection) that substantiate violation(s) of the CCR Title 8 Safety Laws; prepare citation(s), with the appropriate classification, applicable California Code of Regulation (CCR) Title 8 section and accurately calculate penalties, for management review and approval prior to issuance.</p> <p>Conduct fatality or catastrophe investigations, where critical on-the-spot decisions must be made; determine the cause and the means of preventing the recurrence of occupational fatalities and/or catastrophe; assist in the collection and interpretation of statistical data; draft and interpret safety and health regulations, laws, and/or ordinances promulgated or enacted to protect the safety and health of workers; design, construct and use special field apparatus for monitoring and/or collecting samples; calibrate, operate, and maintain industrial hygiene instruments and testing equipment; arrange for shipment of samples to the laboratory for analysis; recommend appropriate enforcement actions (e.g. Issuance of citations, information memorandum, notice, notice of violation after inspection, order to take special action, and/or special order); prepare casefile of inspection findings, including but not limited to supporting documents, completed Cal/OSHA forms, recommendation of proposed penalty, abatement dates, and classification of citation as to serious or non-serious, for management review and approval prior to issuance of any enforcement actions; review employer's correspondences for timely and satisfactory abatement of hazards identified at the workplace; coordinate with others, such as but not limited to, DOSH professional staff Medical, Legal, Research and Standard, Pressure Vessel, and other government Safety and Health professional to fulfill DIR-DOSH mission, goals and objectives; prepare correspondence.</p>
10%	<p>Perform the role of the Duty Officer, which includes but is not limited to the following: process safety and health complaints, accident/illness reports, and referrals received by workers, employers, union representatives, first responders, members of the public, and other government agencies via telephone, email, facsimile, United States mail, and in person; accurately complete the Cal/OSHA</p>

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5%	<p>intake forms for management review and action; advise management immediately when a fatality and/or an imminent hazard has been reported; research information such as the correct business name, NAICS code, and other pertinent information; answer public inquiries and refers complaints and accidents not within DOSH jurisdiction to the appropriate agencies; respond to inquiries from employers and employees concerning occupational safety and health matters.</p> <p>Attend and participate in scheduled training and monthly staff meetings; may act in a lead capacity and assist in training, directing, and reviewing the work of other staff engaged in occupational safety and health work in various disciplines including but not limited to industrial, medical, agriculture and manufacturing; refer to management potential criminal acts of the employer for criminal investigation; testify before the Occupational Safety and Health Appeals Board, State Labor Commissioner, Worker's Compensation Appeals Board, and Criminal Court hearings; represents the Division at appeal hearings before the Occupational Safety and Health Appeals Board; accurately complete and submit to management in a timely and appropriate manner, inspection cases, assignments, projects, weekly activity time tracking reports, monthly absence and additional time worked reports, monthly car logs, job-related travel expense claims, time off requests, over time requests, and training requests.</p>
Percentage of Time Spent	Marginal Job Functions
5%	<p>Perform special projects related to occupational safety and health; represent the division at professional meetings/conferences of professional and community groups, state, and other governmental agencies in the field of occupational safety and health; perform other related duties as required to fulfill DIR-DOSH mission, goals, and objectives.</p>

### Conduct, Attendance, and Performance Expectations

The incumbent performs a variety of functions and must maintain a high level of integrity, professionalism, and confidentiality; use sound professional judgment, exercise initiative, and objective action. This position is significant in that errors in judgement may result in significant and negative impact to the safety and health to staff and the community. Incumbents are expected to work cooperatively with all levels of DOSH management and staff, other government agencies, and stakeholders, such as Union Representatives, Advocacy groups, and the public to provide the highest level of service possible; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department/division directives, policies and procedures, including but not limited to, attendance, leave, and conduct. Behave consistently in an honest, fair, and ethical manner. Must maintain regular and acceptable attendance at such level as is determined at the department's sole discretion. Incumbent will be required to perform both office and field work, with occasional overnight travel. Incumbent will travel throughout the State, primarily in an assigned area of the District Office. Incumbent may be requested to work overtime due to emergencies, special work projects, or when DIR-DOSH deems that it is in the best interest of the State to work overtime with proper advance notice and approval.



## Supervision Received

Under the general direction of the Senior Industrial Hygienist (Supervisor) or designee

## Supervision Exercised

None

## Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

### Work Environment

Some of this work will be in an office environment and at other times the work will be at a field site that has the potential for exposures to safety and hazardous substances, and may involve, including but not limited to: Working outdoors 8 hours or more per day in a wide range of weather conditions (e.g. rain, strong winds, heat, and cold); Sitting at a desk, in a chair, and using a computer and/or laptop; Using a multi-line telephone console or a cordless telephone with headset or cell phone; Traveling via private, State vehicle, or public transportation (i.e. automobile, airplane, etc.) including overnight travel within California may be required.

### Special Requirements/Other Information

Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

The incumbent may be required to participate in mandatory health testing, such as regular testing for the virus that causes COVID-19 (SARS-CoV-2), in accordance with applicable DIR policies in effect.

### Physical Abilities

Ability to: sit/stand for extended periods of time; enter/exit vehicles, climb stairs, slopes, and ladders; work on uneven terrain; move and transport safety equipment and supplies up to 50 lbs; push, pull, reach; stoop, kneel, enter confined and elevated spaces such as vaults and structures; and identify color coded piping systems, indicating lights, and hazard warning signs. May be expected to wear Personal Protective Equipment (PPE) such as eye protection, Tyvek suit, hard hat, safety vest, ear plugs/muff, respirator and steel-toe shoes. Ability to pass a respiratory physical exam and wear a full face or half face respirator. May be required to enter contaminated worksites and the use of a respirator is required in those circumstances.

### Additional Requirements/Expectations

Takes Action and Shows Initiative – Works well independently and is self-motivated to take action to meet critical program goals. Sets and monitors own objectives and standards. Initiates appropriate

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actions and follows through without prompting or close supervision. Demonstrates strong work ethic. Relationship and Partnership Building – Builds and effectively uses relationship networks to achieve goals. Shares knowledge and builds trust with scientific colleagues and superiors. Can be discreet and tactful when dealing with sensitive issues. Effective Communication – Clearly conveys and receives information and ideas through a variety of media. Translates complex or technical information to lay audiences/customers. Facilitates the exchange of ideas and opinions. Organization and Planning – Prioritizes tasks, establishes sequential activities, requests assistance when needed. Technical Credibility – Understands and appropriately applies procedures, requirements, policies, and regulations related to specialized expertise. Integrates technology into the work to improve program effectiveness. Possesses up-to-date knowledge in the profession and industry and accesses other expert resources when appropriate. Translates concepts and ideas into strategies and action steps.

## Personal Contacts

Incumbent will have contact with the public, employers, employees, other government agencies, stakeholders, DOSH and DIR staff.

## Employee Acknowledgment

*I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Supervisor Acknowledgment

*I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.*

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## HUMAN RESOURCES OFFICE APPROVAL

\_\_\_\_\_  
C&P Analyst Initials

\_\_\_\_\_  
Approval Date